

470th Military Intelligence Brigade



Family
Readiness
Group
Handbook

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The Deployment Handbook

We hope you will use this handbook to prepare your family. You will discover there are many areas of concern that go unnoticed until it is your family facing an unexpected situation. Please take the time now to fill in the necessary information so that the challenges and stresses that accompany every deployment can be minimized.



Introduction

What is a Deployment?

A deployment is any military duty away from home. It may be as short as an overnight exercise or as long as an unaccompanied tour. The purpose of a deployment is to keep our military forces at the highest state of readiness possible and to meet our global military commitments.

Your spouse may deploy at any time, although most deployments are scheduled well in advance. Because decisions and taskings often happen with short notices in the military, it is very important to have your family affairs in order. By planning ahead now, you will handle unexpected situations that may come up during a deployment with more confidence and have valuable tools to work with during the deployment.

This handbook has been developed to help you and your families prepare for deployment, unaccompanied tours and extended temporary duty. Within these pages you will find helpful suggestions, pertinent information about post agencies, and suggested actions to take that are essential to your family's welfare. As with any separation, preparation is the key to success.

Important Telephone Numbers

470th MI BRIGADE

Commander	-----295-6255
Deputy Commander	-----295-6046 / 6255
Command Sergeant Major	-----295-6048 / 6262

HHD

DSN	----- 421-xxxx
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HHD Commander	-----295-6786 / 6411
HHD First Sergeant	-----295-6066 / 6411
Chaplain	-----295-6885 / 6822
S-1	-----295-6806 / 6443
S-2	-----295-6853 / 6064
S-3	-----295-6057 / 6799
S-4	-----295-6449 / 6076
S-6	-----295-6766 / 6809
RMO	-----295-6766 / 6808
Legal	-----295-6816 / 6496
Equal Opportunity Advisor	-----295-6800
Reenlistment	-----295-6787

OPS BN

DSN	----- 421-xxxx
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Commander	-----295-9452
Sergeant Major	-----295-9451
S-1	-----295-9495
S-2	-----295-6853
S-3	-----295-9465
S-4	-----295-9480

339th MI CO

DSN	----- 421-xxxx
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Commander	-----295-6078
First Sergeant	-----295-6526

377th MI BN

Commander	-----407-888-0782
First Sergeant	-----407-856-6157
Battalion XO	-----407-888-0782
Chaplain	-----

Important Telephone Numbers (con't)

S-1	-----	407-856-6160
S-2	-----	407-826-6163
S-3	-----	407-826-5364
S-4	-----	407-873-3798
S-6	-----	407-816-2599

Alpha 377th CO

DSN	-----	473-xxxx
Commander	-----	671-2698
First Sergeant	-----	671-2703

314th MI BN

DSN	-----	421-xxxx
Commander	-----	671-3108 / 3100
Command Sergeant Major	-----	671-3109
Battalion XO	-----	671-2365
Chaplain	-----	671-4491 / 4618
S-1	-----	671-0959
S-2	-----	671-1905
S-3	-----	671-2364
S-4	-----	671-1326

204th MI BN

DSN	-----	979-xxxx
Commander	-----	(915) 569-6066
Command Sergeant Major	-----	(915) 569-6168
Battalion XO	-----	(915) 569-6067
Chaplain	-----	(915) 569-6090 / 6388
S-1	-----	(915) 569-6094
S-2	-----	(915) 569-6488
S-3	-----	(915) 569-6084
S-4	-----	(915) 569-6065
S-6	-----	(915) 569-6109

201th MI BN

DSN	-----
Commander	-----
Command Sergeant Major	-----
Battalion XO	-----
Chaplain	-----
S-1	-----
S-2	-----
S-3	-----
S-4	-----
S-6	-----

Important Telephone Numbers (con't)

FORT SAM HOUSTON EMERGENCY NUMBERS

Emergency Operations Center	-----221-2760
Military Police	-----911
MP Desk	-----221-2222
MP Activity	-----221-1404
On Call Chaplain	-----391-7243
Alcohol and Drug Abuse Recovery Programs	-----221-1254
American Red Cross EAMC (duty hours)	-----221-3355
(after duty hours)	-----224-5551
(national number)	-----1-877-272-7337
Army Community Service	-----221-2705
Army Emergency Relief	-----221-1612
Child Care Center – Main	-----221-4871
Hourly Care	-----221-5002
Community Mental Health	-----916-3000 / 295-4094
Commissary	-----221-4678
DHL	-----1-800-225-5345
Exceptional Family Member Program	-----916-2577
Family Advocacy	-----221-2705
Family Housing	-----270-7638
Family Life Chaplain	-----221-5432
FedEx	-----1-800-463-3339
Hospital (Brooke Army Medical Center)	-----916-4141
BAMC Emergency	-----916-6466
In / Out Process - Soldier Welcome Center	-----221-9247
Installation Chaplain	-----221-5007
Legal Assistance	-----221-2282
Post Office	-----226-0089
PX – Main Exchange	-----225-5566
PXTRA	-----225-4785
Sick Call	-----916-9900
Social Work Services	-----221-2705
Survivor Assistance	-----221-1527
Tri-Care	-----916-7587 / 1-800-406-2832
Veterinarian	-----916-9656
Youth Activities	-----221-3202

Dealing with Emergencies

What if YOUR deployed spouse has an emergency?

If your spouse develops a serious problem while deployed, i.e. sickness, injury, etc., the Company Commander, the Rear Detachment Commander or a commander's representative will contact you. If someone else calls you to report an injury to your spouse, call the Company Commander or the Rear Detachment Commander immediately to verify the information!!!

What if you have an emergency?

If a serious problem develops while your spouse is deployed, contact one of the following individuals or agencies immediately:

- Family Readiness Groups
- The Chain of Concern
- Company Commander or Rear Detachment Commander
- First Sergeant or the NCOIC
- Chaplain
- Army Community Services (ACS)
- Family Advocacy Program
- Consumer Affairs/Financial Assistance Program (CAFAP)



An emergency may involve the death, injury or critical illness of an immediate family member (spouse, parent/s or children.)

The military defines an emergency as follows: An EMERGENCY is the DEATH of, INJURY to or CRITICAL ILLNESS of an IMMEDIATE family member. CRITICAL INJURY or CRITICAL ILLNESS is defined as potentially causing permanent disability or death.

IMMEDIATE family is defined as: wife, husband, parent/s, children, grandparent/s-who raised you or your spouse in place of parents, or guardian/s. The commander may determine that other individuals qualify as IMMEDIATE family members, depending on the nature of the emergency.

The Commander or Rear Detachment Commander will maintain continuous contact with the unit and will pass on urgent messages to the unit for delivery to your spouse. If your spouse's presence is required at home and it is confirmed by an appropriate military professional (Doctor, Red Cross etc.), we will expedite getting your deployed spouse home to you. As soon as the emergency passes, your spouse may be required to return to his/her unit.

*To assist you in providing essential information necessary when determining the extent of an emergency, an **Emergency Information Form - Appendix E** and a **Red Cross Notification Form - Appendix F** are included in this document.*

Brooke Army Medical Center

Hospital Emergency Room: Telephone number: 916-4466

Advisory Help Line: 1-800-464-8107

Pharmacy:

A comprehensive pharmacy service is provided by the Brooke Army Medical Center, at Outpatient Prescriptions. The main pharmacy is located on the first floor.

Call: 916-1536

Hours: Monday through Friday 0800 - 1800

Saturday

0900 - 1700

Sunday

CLOSED

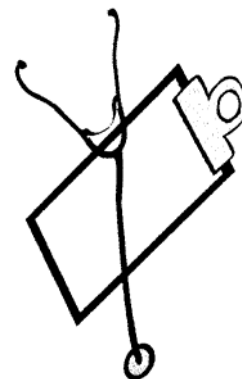
Satellite Pharmacy:

Located on the corner of Scott & Allen near Main PX Mall

Hours are 0900 - 1800 Monday through Friday 210-916-1536

Mental Health Services: Call for an appointment 210-295-4094

TMC #4: Bldg. # 1279 916-3000



Army Community Services (ACS)

What is Army Community Service?

ACS is a multi-service organization designed to assist soldiers and family members. Its programs enhance the quality of life. You can go to ACS for answers and for help with your problems. ACS reflects the Army traditions of caring for its own and teaching self help to Army families. 210-221-2705

How can ACS help?

The Fort Sam Houston Army Community Service Center provides free assistance for Soldiers and their families in the following areas:

- General Information and Referrals
- Emergency Food Locker
- Loan Closet
- Financial Counseling
- Exceptional Family Member Program
- Family Readiness Group
- Family Member Employment Assistance
- Army Emergency Relief
- Family Advocacy Program
 - Emergency Shelter
 - Emergency Transportation
 - Emergency Respite Care
 - Parent Support Play-Group



Army Emergency Relief (AER)

Army Emergency Relief (AER) provides interest free loans and grants for active duty or retired families who find themselves in unexpected emergency financial situations. To contact the Army Emergency Relief office, call the following number: 210- 221-1612

- Initial rent and deposit
- Rent money to prevent eviction
- Emergency travel expenses due to crisis in the family
- Utilities money to prevent cut-off of services
- Fire and other disasters

American Red Cross (ARC)

The American Red Cross provides 24-hour support to active duty military personnel and their families. Services provided are: emergency communications, counseling for personal and/or family problems, financial assistance and referrals to other agencies. ARC will assist with medical reports, birth notices, and emergency notifications to your spouse during separations, as well as verification of emergency leave.

Duty hours: 210-221-3355

After duty hours: 210-224-5551 or 1-877-272-7337



Family Life Center

The Family Life Center provides for marriage and family enrichment through counseling and education. Families can also find insights and practical advice on positive parenting, coping with stress, managing anger and many others subjects.

Call: 210-221-5432

Community Mental Health

Community Mental Health offers assistance during those times when the bottom seems to fall out of your life. These services can be of great help when things get difficult. Take advantage of them, they are here to help you. The programs listed below are available to Soldiers and family members. Help is there whenever you need it.

Call: 210-295-4094

Family Advocacy - Anger management, Violence, Domestic Violence: 210-221-2705

Legal Assistance

To reach the Legal Assistance Office, use the following telephone number: 210-221-2282

Question: What services can the Legal Assistance Office provide?

Answer: The Legal Assistance Office can assist with the following:

Debtor/Creditor relations

Landlord/Tenant relations

Domestic relations

Immigration and Naturalization

Tax information

Powers of Attorney

Contracts

Documents Notarized

Wills

Consumer Affairs

Insurance



Legal Assistance (con't)

Question: Are there any services that Legal Assistance Office cannot provide?

Answer: The Legal Assistance Office cannot assist with the following:
Private income-producing activities
Representation in civilian courts
Representation concerning prosecution under the UCMJ

Question: What about preparing a will prior to deployment?

Answer: Your Legal Assistance Office can assist you in preparing a will. Please See a representative PRIOR to your spouse's deployment. A will is needed to dispose of property and provide for the support of your minor children in the event of your death or the death of your spouse.

Question: What is a Power of Attorney (POA)?

Answer: A Power of Attorney is a legal document that authorizes another person (husband, wife, parent) to act on the Soldier's behalf.

Question: Are there different types of POA's?

Answer: Yes. There are three types of POA's.

- A **General POA** grants authority over all of a Soldier's personal affairs.
- A **Medical POA** grants authority enabling the holder to obtain medical care for family members under 18 Years of age.
- A **Special POA** grants authority over specific areas of a Soldier's personal affairs.
 - It authorizes another person to take possession, operate, and/or register his/her vehicle
 - It authorizes hospital or medical care for the Soldier's dependent children
 - It authorizes the disposal of certain property, as specifically instructed
 - It authorizes the spouse to receive and cash pay checks

Question: Do I need a POA for a deployment?

Answer: Yes. You will need a **Special POA** to ensure that your family's needs are met while you (the Soldier) are deployed.

Chaplain Support

470th MI Brigade

Chaplain	CH (MAJ) (P) Bruce Chapman	Office: 210-295-6885 Cell: 210-872-8870
Chaplain Assistant	SGT (P) Betty Haygood	Office: 210-295-6822

314th MI Battalion

Chaplain	CH (CPT) Darin Olson	Office: 210-671-4491 Cell: 210-326-5717
Chaplain Assistant	SGT Susan Hensley	Office: 210-671-4618

204th MI Battalion

Chaplain	CH (CPT) Michael Zell	Office: 915-569-6090 Cell: 915-241-7715
Chaplain Assistant	PV2 Francisco Lira	Office: 915-569-6388

201st MI Battalion

Chaplain

Chaplain Assistant

Fort Sam Houston Installation

On-Call Duty Chaplain	Call Center Duty Officer at Request the Duty Chaplain The Duty Chaplain will then call you	210-791-4517
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Other numbers if needed:	Duty Chaplain's Cell Phone:	210-832-1634
	Duty Chaplain's Pager:	210-739-4805
	Duty Chaplain Asst Pager:	210-739-4806

Chapel Services and Worship Opportunities

The Chapel Programs are here to serve you. You are invited to participate in the worship services and activities of your choice. You are encouraged to strengthen the spiritual dimension of your life.

Religious Services at Fort Sam Houston

Catholic Mass

Time	Location	Description
1645	Main Post Chapel	Reconciliation
1730	Main Post Chapel	Saturday Night Mass
0830	BAMC Chapel	Sunday Morning Mass
0930	Main Post Chapel	Sunday Morning Mass
1000	AMEDD Chapel	32nd Med BDE Student Mass
1100	BAMC Chapel	Sunday Morning Mass
1230	Dodd Field Chapel	Sunday Afternoon Mass
1100	Main Post Chapel	Daily Mass (Monday-Friday)

Main Post Chapel



Dodd Field Chapel



NOTES

Protestant Worship

Time	Location	Description
0800	Main Post Chapel	Traditional Protestant

AMEDD Regimental Chapel

0900	AMEDD Chapel	32nd Med BDE Student Contemporary Protestant
1000	BAMC Chapel	Traditional Protestant
1030	Dodd Field Chapel	Gospel Protestant
1101	Installation Chaplain Office	Contemporary Protestant (starting in August)
1100	Main Post Chapel	Traditional Protestant
1100	AMEDD Chapel	32nd Med BDE Student Gospel Protestant
1230	AMEDD Chapel	Samoan Protestant



FSH Mosque



Jewish Worship

Time	Location	Description
2000	Main Post Chapel	Worship
2030	Main Post Chapel	Oneg Shabbat

BAMC Chapel



Mormon Worship

Time	Location	Description
0930	Evan's Auditorium	Worship

Evan's Auditorium



Muslim Jumma

Time	Location	Description
1330	FSH Mosque	Jumma (Fridays)

Important Documents and Information

As a military spouse, it is very important for you to have certain documents in your possession. If you are required to take full responsibility for your family due to a deployment, these documents will assist you. Much of this information you already have.

You and your spouse need to collect the below listed documents and information and store them in a safe, easily accessible place. Use Appendix H – Record of Personal Affairs, in this Handbook to help you organize your information.

Marriage Certificate

Birth Certificates for all family members

Immunization records (keep them up to date!)

All family members

Include your pets

Citizenship papers, if any

Adoption papers, if any

Armed Forces ID Cards for all family members (10 years or older)

Sponsor's Social Security Number

All government and civilian life insurance policies

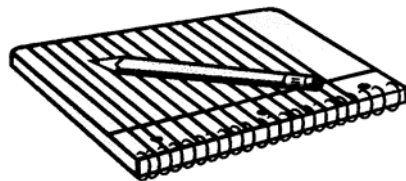
Last LES (Leave and Earnings Statement)

Power of Attorney (Have several copies)

Copies of Wills - both you and your spouse (A Will for each spouse is essential!)

Several copies of your spouse's TDY and /or PCS orders

Current addresses and telephone numbers for immediate family members-yours and your spouse' (fathers, mothers, children, brothers, sisters). Have all important telephone numbers readily available in case of an emergency.





Finances



DIRECT DEPOSIT TO THE BANK: Open a JOINT checking account if you do not already have one. All married Soldiers are strongly encouraged to maintain a joint checking account with their spouses. The Soldier then needs to go to PAC and fill out the paperwork necessary to ensure that his/her paycheck is direct-deposited into this joint bank account. This is the safest, fastest and easiest way to make sure you get your money.

CREDIT CARDS: Keep plastic money to a minimum. Credit cards can give you a false sense of wealth. You can quickly get into deep financial difficulty if credit cards are not used with care.

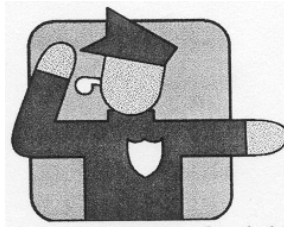
ALLOTMENTS: They guarantee that a certain amount of money will always be deposited into your account. If you need to take casual pay for any reason - such as emergency leave - your allotment will remain secure. Allotments will safeguard funds needed by your family.

INSURANCE: Review your current life insurance coverage and make sure that none of your policies (other than SGLI) contain a war clause. This ensures that the beneficiaries for all policies are correct, and that the premiums will cover the intended family members during the soldier's absence.

Budgeting and Financial Counseling

Contact the Army Community Service (ACS) office in your Community. They will assist you in working out a family budget plan. Call: 210-221-2705

SEE APPENDIX I FOR A FAMILY BUDGET WORKSHEET



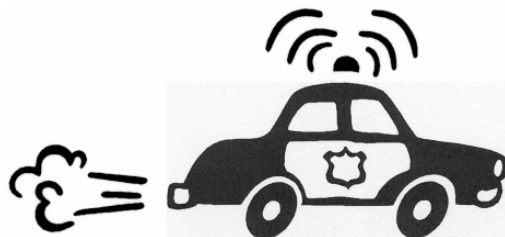
Home Security and Crime Prevention

Crime and the fear of crime influence how you live. The best way to fight crime is for neighbors to work together and focus on prevention. Preparation and prevention make it more difficult for criminals to victimize you and your family members.

Crime is a local problem and is best deterred through locally organized groups of neighbors and residents within housing areas. Many communities have active Neighborhood Watch protection programs, where neighbors look out for each other's property and safety. Check with your military police to see if your community has such a program. If so, join up. If there isn't one, help start one.

Get together with the neighbors on your block, surrounding streets, or in your building. If you live on post, check with your building coordinator or village mayor. Share crime prevention information. Exchange work and home telephone numbers with your closest neighbors. Keep each other posted on daily schedules and when you are away. Let your neighbors know about scheduled repairs or deliveries. When neighbors spot suspicious people or vehicles in the area, they can call the military police or the local police. Information and awareness can prevent crime in your Neighborhood Watch area.

Dial 911



Crime Prevention Tips

If your spouse is deployed, don't advertise it. You do not want to advertise his/her absence.

ALWAYS lock your doors, even if you are only going out for a few minutes. Also make sure that you keep the garage, basement, patio, and storage areas locked. Check all areas periodically.

Ask a neighbor to collect all mail, flyers and newspapers while you are away. You do not want these materials piling up outside your door or in your mailbox. Stop all mail and parcel deliveries until you return.

Be cautious of door-to-door sales people and solicitors. If possible, conduct the conversation at the door. Be careful of whom you invite into your house. If you invite a solicitor in, DO NOT leave him/her unattended in your home.

Keep telephone numbers of the military police, city police, and ambulance services next to your telephone. Familiarize yourself with unit, community, and local emergency reporting procedures. Know how to call for police assistance and emergency medical help.

Report suspicious individuals or activities immediately to the military police or local police authorities. Be especially cautious during special events or celebrations in your neighborhood.

Instruct your children in how to answer the telephone or door. Teach them to say:
"Mom or Dad can't come to the phone. I'll have them call you back."

Teach children how to call the police or a neighbor. Make sure they know their own home address and telephone number.

Screen repair-persons and all solicitors to make sure they are legitimate. Check to make sure a repair visit or an appointment is scheduled. If possible, install a peep-hole in your door. If you cannot install one, use a window to observe who is at your door.

Remember, disguises and uniforms are easily obtained. Before you let workers into your home, make sure there is a legitimate need and check their credentials. Call the firm or organization they claim to represent to verify their identity.

If you suspect or detect someone observing your home, your activities or those of your neighbors, report it immediately to the police.

Overseas Travel

Passports are required for overseas travel. A regular passport is issued for unofficial travel. You must provide all required fees, including the cost of photographs, at your own expense. You can obtain information about applications for new passports or renewal of an expiring passport by calling 221-1629. You must be a United States citizen to apply for a passport. You will need the following items:

- Application online (www.travel.state.gov)
- Application fee (\$65.00 cashiers check or money order)
- Certified copy of your birth certificate (for new passports)
- Identification (Military ID card, driver's license, or expired passport)
- Two passport pictures
- Current immunization record

A VISA is an official document issued by a country's government, granting permission for an alien to enter that country and remain for a specified period of time. A visa usually has an imprinted stamp affixed to one of the pages in your passport. Each country you plan to visit may require a visa. Apply for visas through your travel agent or at the various consulates well in advance of your departure date.

Don't forget to purchase traveler's checks before your trip. It is also a good idea to exchange small amounts of currency into foreign currency prior to leaving for your destination.

It may be possible to get reduced fares on airline tickets, especially if you purchase the tickets early.

For more information on overseas travel, passports, visas, currency and other related issues, call: 210-221-1629

Be sure to notify your chain of concern, POC or FRG representative about your travel plans prior to departure. Also, notify the Rear Detachment Commander in case there is an emergency. Please use the form found in Appendix J.



HOW CAN I MANAGE SEPARATION?

Stages of Separation

There is no denying that the military lifestyle, especially unexpected deployments, can disrupt the family unit. Feelings associated with separation commonly come in stages. As soldiers prepare to deploy and leave, military families may experience:

- Denial, shock, disbelief, and numbness.
- Anger, frustration with preparation demands, guilty feeling about the spouse's departure, and resentment of the military, spouse, and job.
- Guilt for not saying or doing more before deployment, or the children may feel guilty that they caused the departure.
- Depression, intense sadness, fatigue, loss of appetite, and withdrawal from routine.
- Acceptance, realizing and accepting the situation, resolving to continue on positively, confidence in handling day-to-day living, awareness of increased self-esteem and personal abilities.

Knowing these feelings are normal can help families cope. These stages occur in a universal order; however, a number of causes can trigger setbacks to previous stages. Individual situations and types of deployment can influence the intensity and duration of each stage.

How to Manage Separation:

- Take good care of yourself and get enough rest.
- Make sure you eat right; shop and cook for nutrition.
- Make time for physical exercise.
- Treat yourself to a special outing.
- Set aside time to do something you enjoy everyday.
- Avoid trying to do everything yourself.
- Take advantage of military community support; participate in programs such as Army Family Team Building (AFTB), Mobilization and Deployment, and Family Readiness Training.
- Talk about your feelings, doubts, and fears with a trusted friend, family, neighbor, or other spouses of deployed soldiers, etc.
- Set goals.
- Get involved in an activity, a hobby, a project, church, or volunteering. Volunteers may receive 50 hours of free childcare per month while doing their volunteer work on Ft. Hood. Contact your FRG Leader for more information.
- Stick to a budget.
- Do not try to please everyone. Learn to say "NO".
- Learn about your acceptable/comfortable stress level.

CHILDREN AND SEPARATION

Children experience the same psychological patterns as their parents due to their own feelings of loss and their awareness of the overall emotional situation. They often test parents to find out if they bend more when the spouse is gone, particularly at the time of departure and again upon return. Some spouses overcompensate for their mate's absence by becoming permissive or overprotective with their children.

Keep discipline consistent. Some decisions are harder to make alone, but children need stability. Look at it this way; if one of the two most important people in your life were constantly coming and going – here two weeks, gone four to eight months, home two days – wouldn't your security be shaken? Imagine what it does to children.

Insecurity, loss of status, and change in routine all add up to two complex emotions; hurt and anger, which are usually directed at the returning parent.

Children express their feeling in different ways:

- Their outward behavior is not always a good reflection of what is going on emotionally.
- Some children cover up their true feelings while others are more open.

Ideas for Managing Children

Dealing with these problems requires the honest expression of feelings in the family.

Even if there are no apparent conflicts, the following can make separation easier:

- Talk about feelings.
- Keep busy during separation.
- Maintain same rules for the children.
- Encourage letter writing, sending pictures, artwork, and school work.
- Play taped stories and messages that were recorded for each child prior to the deployment.
- The absent parent should write separate letters to each child; each needs direct communication.
- Make opportunities for special outings.
- Be responsible for all discipline.

What to Tell the Children

- Your Mother/Father loves you and you are very important to them.
- Try not to worry about you Mother/Father because the Army has trained them well and will take care of them for you.
- What your Mother/Father is doing for our country is very important to all the people of our nation.
- Sometimes, when your Mother/Father are away on a mission, you get lonely and miss them. This is normal and okay. It will make you feel better if you talk to others in your family.
- Your Mother/Father miss you when they're away, and they love to get messages or mail from you.

STAYING IN TOUCH DURING DEPLOYMENT

Letter Writing

The need for two-way communication continues even though you are separated by distance. The following is a guide that may make it easier to talk with each other by letter or by email.

- Answer all questions. Write your spouse's letter with his/her picture in front of you, as though you are talking directly to him/her. Let your spouse know how much you appreciate the letters, tapes, pictures, etc. In each communication, mention one or two things that made you feel especially close.
- Remember that the need to express affection does not diminish with the miles. "I love you" means just as much when it is written during a deployment as it does when spoken in person.
- Share your feelings as openly as you can without indulging in self-pity. Let your spouse know that you would like him/her to share his/her feelings. Let your spouse know how and why you love them.
- Above all, express yourself clearly so he/she won't have to think, "I wonder what she/he meant by that?" On the other hand, don't try to read between the lines or interpret a puzzling remark. If you don't understand, ask questions in your next letter.
- Since letters can arrive out of order, number letters to eliminate confusion.
- Have Dad/Mom send separate letters to each child in the family. It will help maintain and strengthen their relationships. Children love to receive their own mail.
- Play calendar tag, which involves sending a small fold-over calendar back and forth in letters so the deployed parent and child can take turns marking off days.



E-Mail

E-mail is probably the most popular method of quick communication. It's very inexpensive and versatile; however, it can enable bad news to travel at the speed of light. Be careful of using this method of communication for an emotionally laden message. It's better to compose it, park it for a few hours, review it for clarity and kindness, and then send it. It still can't replace the letter for personal and romantic communication. And remember, e-mail is not secure – it can be read by anyone who uses the computer.

STAYING IN TOUCH DURING DEPLOYMENT, cont.

Tape Recording

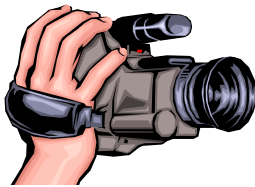
If letter writing is difficult for you, consider purchasing a pair of tape recorders so you and your spouse can send “talking” letters. Younger children can also say “Hello, Dad/Mom” in their own words.

Telephone Calls

Telephone calls are a quick way to communicate, but remember, long distance and overseas calls can be very expensive. Purchase phone cards for long distance calls both ways. Remember the difference in time zones as well.

Video

During some deployments, the company may be given access to video teleconferencing. There may also be some opportunities to exchange videos of our FRG and videos of our spouses at work. If you can’t make a video, make sure to send photographs in your letters, including stories about where/why the photos were taken.



Mail

Letters from home boost morale and provide assurance of the family’s welfare. Care packages are great pick-me-ups for lonely soldiers. Use any post office or the unit mailroom to mail letters to your spouse.

Any family member holding an identification card can pick up mail addressed to deployed soldiers at the unit mailroom when:

- the soldier completes the Mail Release form.
- the soldier or family member delivers the release to the unit mailroom.

Helpful Websites

470th MI Brigade -----<http://www.470mi.inscom.army.mil/>
ACAP (Army Career and Alumni Program) -----<http://www.acap.army.mil>
AKO (Army Knowledge Online) -----<http://www.us.army.mil>
American Red Cross -----<http://www.redcross.org>
Army Community Service -
<http://fortsamhoustonmwr.com/acs/programs/SFAC/default.asp>
 ACS includes the following programs:
 AFAP(Army Family Action Plan)
 Army One Source
 Deployment Readiness
EFMP (Exceptional Family Action Plan)
Employment Readiness
Financial Readiness
Relocation Readiness
Volunteers
Army Families Online -----<http://www.wblo.org>
Army Family Team Building (AFTB) -----<http://www.armyfamilyteambuilding.org>
Army Times -----<http://www.armytimes.com>
Army Volunteer Corps (AVC) -----<http://wwwarmycommunityservice.org>
Army Wives -----<http://www.arywives.com>
BAMC (Hospital) -----<http://www.bamc.amedd.army.mil/>
Better Business Bureau (Consumer Complaints) -<http://www.bbb.org>
Care Package Ideas -----<http://www.operationmilitarypride.org>
Defense Link -----<http://www.defenselink.mil>
Department of Defense -----<http://defendamerica.mil>
Education Service -----
Fort Sam Houston -----
<http://www.samhouston.army.mil/sites/local/>
FRG(Family Readiness Group) Information -----<http://frg.army.mil>
MWR -----<http://www.fortsamhoustonmwr.com/>
National Military Family Association -----<http://www.nmfa.org>
SITES (Relocation Information) -----<http://dmdc.osd.mil/sites>
The Military Family Network -----<http://emilitary.org>
TRICARE -----<http://www.tricare.osd.mil>

470th Military Intelligence Brigade
Family Readiness Group Information Form

Soldier's Name: _____ Rank: _____
 Section or Platoon: _____
 Single: _____ Married: _____ Spouse's Name: _____
 Mailing Address: _____
 Live in Barracks: _____ or Residential Address: _____
 Work Phone: _____ E-mail Address: _____
 Home Phone: _____ Spouse's Work Phone: _____
 Name of Local Friend or Neighbor: _____ Phone: _____

In an emergency, who would you notify other than your Wife or Husband?

Name: _____
 Address: _____

 City: _____ State: _____ Zip: _____ Country: _____
 Phone: _____ Relationship to you: _____
 E-mail address: _____

SPECIAL FAMILY SITUATIONS: Mark (X) in appropriate spaces

_____ Spouse has no driver's license. _____ Medical Problems
 _____ No Car _____ Exceptional Family Member
 _____ Spouse doesn't speak English. Speaks: _____
 _____ Wife is pregnant - Due Date: _____
 _____ Other - Please explain: _____

CHILDREN:

Name: _____ Age: _____ Name: _____ Age: _____
 Name: _____ Age: _____ Name: _____ Age: _____

PRIVACY ACT STATEMENT: Authority U-S.C. 522a. and para 3-5, AR 340-2 1; para 2-8a. AR 210-7. Principal purpose is to gather data on family members of assigned soldier. Primary use of this information is to facilitate volunteers in providing command information to family members concerning unit events and in emergencies. I understand that my phone number will be published on the company spouses' roster that is available to company wives and the battalion chain of concern.

Family Readiness Group
Telephone Tree

GROUP LEADER'S NAME: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

MY TELEPHONE NOTIFICATION GROUP:

NAME	TELEPHONE NUMBER	E-MAIL ADDRESS
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

NOTES:

Family Deployment Checklist

Although extended deployments are never easy on the family, you can minimize the difficulties by planning ahead. A carefully prepared and executed pre-deployment checklist will save you and your family many headaches during the deployment.

It is very important for you, as a military family, to have certain documents in your possession. Military spouses are often required to take over the family during the soldier's absence. Therefore, it is important that both of you take the time to gather the information and documents named in this checklist. You are encouraged to keep originals and copies of all listed documents in a special container (safety deposit box) in a location you can both find immediately. (See APPENDICES G and H)

_____ Marriage Certificate

_____ Birth Certificates of all family members:

_____ Wife

_____ Husband

_____ Children

_____ Divorce Papers

_____ Death Certificates

_____ Immunization records of all family members (include the pets)

_____ Citizenship/Naturalization papers

_____ Adoption Papers

_____ Passports, Visas (remove only when needed for international travel)

_____ Insurance policies (Note: company, Policy numbers and payment amount requirements)

_____ Real Estate documents (leases, mortgages, deeds, promissory notes)

_____ Copies of installment contracts and loan papers

Family Deployment Checklist (con't)

- _____ Current list of immediate next of kin
- _____ Personal lawyer
- _____ Trusted friends (Include phone numbers and addresses)
- _____ Car Title
- _____ Car Registration (should be kept in the car)
- _____ Last LES (Leave Earning Statement)
- _____ Discharge papers (DD Form 214)
- _____ Allotments (updated with correct amount, name, address, account number)
- _____ Social Security Number of each family member
- _____ Current address and telephone numbers of immediate family members for both spouses

The Following Should be Completed or Revised Prior to Every Deployment

- _____ Next of kin informed of rights, benefits, assistance available
- _____ Family budget and business arranged
(See Financial Section for Budget Worksheet)
- _____ Emergency Data Card updated in Military Personnel Record
- _____ Joint checking/savings account arranged (List-all account numbers)
- _____ Parents informed of how to make contact in case of emergency
(See Appendices E and F)
- _____ Armed Forces ID Cards (Renew if ID Card expires within next 3 months)
- _____ Rear Detachment Commander can sign for ID Replacement after soldier deploys

Family Deployment Checklist (con't)

- _____Emergency services explained and located
- _____Red Cross/ Army Emergency Relief (AER)
- _____Medical facilities/TRICARE
- _____Army Community Service (ACS)
- _____Legal Assistance Office
- _____Security check on house
- _____Problems with cars, household, and appliances identified and resolved
- _____Power of Attorney
 - GENERAL:** Allows holder to act in all matters on sponsor's behalf
 - SPECIAL:** Allows holder to act on sponsor's behalf in special transactions
(Special Power of Attorney is the one recommended)
 - MEDICAL:** Authorizes holder to obtain medical care for family members under
18 years of age
- _____Wills for both spouses
- _____Orders
- _____Copy of Emergency Data Card
- _____List of all credit cards and account numbers
- _____AAFES Deferred Payment Plan - DPP/Military Star Card
(to use this account the spouse must be listed as an authorized user)
- _____Federal and State Income Tax Returns (last 5 years)

House Care Safety Checklist

Take a 10-minute walk through your house. Utilize this checklist to evaluate how safe your home is. Spending a few minutes now may save lives and property later.

KITCHEN:**YES/NO**

- Are curtains, towels and paper items kept a safe distance from the stove? _____
- Is the stove's exhaust hood and ductwork free of grease? _____
- Do you have a working fire extinguisher close at hand? _____

LIVING ROOM - DINING ROOM - BEDROOMS:

- Is the fireplace spark screen always closed? _____
- Are electrical wiring/circuits/outlets adequate to handle the electrical load? _____
- Is there sufficient space for air circulation around your TV and Stereo? _____
- Are ashtrays available in your home if you smoke? _____
- Are matches and lighters out of your children's reach? _____

ATTIC – CLOSETS - STORAGE ROOMS:

- Do you keep used cleaning rags in tight metal containers? _____
- Are you using only nonflammable cleaning fluids? _____
- Do you avoid accumulations of paper and combustible materials? _____

WORKSHOP:

- Are combustible materials kept away from heat sources? _____
- Are paint thinners, paints, and solvents kept in their original containers for identification purposes? _____
- Are furnaces, heaters, vents and chimneys inspected/serviced regularly? _____
- Are the proper fuses and circuit breakers protecting your electrical system? _____
- Are the dryer lint traps and vents kept clean? _____

GARAGE - GROUNDS:

- Is gasoline for the mower stored in an approved container? _____
- Have you removed accumulations of trash and paper? _____
- Are oil-soaked rags stored in tight metal containers to prevent combustion? _____
- Do you use the proper starter fuels for your barbecue fires? _____
- Are your barbecue mitts ember-proof? _____
- Have you removed the dry leaves from under porches, stairs, windowsills and other areas around your house? _____

House Care Safety Checklist (con't)

SELF CHECK:**YES/NO**

- Do you inspect electrical cords frequently and keep them in good condition? _____
- Do you use extension cords properly and not as permanent wiring? _____
- Do you enforce a "NO SMOKING IN BED" rule? _____
- Does your family avoid using hair spray near open flames or while smoking? _____
- Does everyone know how to call the fire department and dial the operator? _____
- Does each telephone have fire, police, and ambulance numbers next to it? _____
- Does your family have a fire escape plan and do you practice it? _____
- Are your children always supervised? _____
- Do you instruct your baby sitters on your home emergency procedures? _____

NOW TO ADD UP YOUR ANSWERS

How many of the 31 questions did you answer with a "NO"?

1-2 = a relatively safe home
 5-6 = significant safety risks
 more than 6 = your family could be in danger!

SMOKE DETECTORS

Buy a battery-operated smoke detector. It is one of the best and most inexpensive forms of fire insurance. It will not prevent a fire from starting, but it may save your life! Be sure to check the smoke detector on a regular basis.

SUGGESTED HOME TOOL KIT

____ Flashlight and extra batteries	____ Hammer
____ Assorted Nails, screws and tacks	____ Screwdrivers
____ Masking Tape	____ Scissors
____ Pliers	____ Wrench
____ Furnace Filters	____ Extra light bulbs
____ Knife	

Emergency Information Form

(Soldier should leave a copy of this form with his/her spouse. Soldier should send a copy of this form to parents and family prior to every deployment)

Soldier's Name: _____

Soldier's Social Security Number: _____

STATESIDE INFORMATION

Company: _____ Section: _____

Company Commander: _____ Phone number: _____

Platoon Leader: _____ Phone number: _____

First Sergeant _____ Phone number: _____

Platoon Sgt: _____ Phone number: _____

FRG Contact Person: _____ Phone Number: _____

Chaplain: _____ Phone Number: _____

DEPLOYMENT INFORMATION

Location: _____ Unit: _____

E-mail Address: _____ Phone number: _____

Mailing Address: _____

Company Commander: _____ First Sergeant: _____

Officer in Charge: _____ NCO in Charge: _____

Team Leader: _____ Chaplain: _____

Red Cross Notification Form

(Soldier should leave a copy of this form with his/her spouse. Soldier should send a copy of this form to parents and family prior to every deployment)

Dear family in the United States:

If you need to contact me quickly or require my presence at home, you must contact the American Red Cross (ARC) in your local community before I can receive permission to come home. A message from the ARC is required for me to get the necessary documents for transport on military aircraft and/or commercial aircraft, and for leave authorization.

The following is information the local American Red Cross will need to contact me:

- My full name: _____
- My rank: _____ My Social Security Number: _____
- My duty station: _____ My duty telephone _____
- My mailing address: _____
- My residence address: _____
- My home telephone number: _____ My E-mail address: _____

The American Red Cross will also request detailed information on the nature of the emergency. You need to know the name and address of the doctor and the hospital. A statement signed by the doctor detailing why I am needed at home must be written. I realize in case of a death or critical illness in the family you will want to call me directly, but you must also contact the ARC to authorize and expedite my travel arrangements. You can call the ARC 24 hours a day. There is no charge for this service.

Please place this document in your telephone book so you can find it easily in case you need to contact me. This procedure applies whether I am deployed or at my home duty station. Please write down the local American Red Cross chapter location and telephone number in your community so it will be available in an emergency.

Local American Red Cross Address: _____

Local American Red Cross Telephone Number: _____

Signed: _____

Appendix
G

Car Maintenance

A dependable vehicle is vital to every family. The sudden and unexpected loss of this vehicle can be a real burden. During deployment, not knowing how to cope with car problems is just one more aggravation your spouse does not need. Good maintenance will prevent most of these problems.

Please take the time to complete the following information checklist. Discuss with your spouse what problems may occur to your vehicle. If both you and your spouse faithfully maintain your vehicle, it will provide dependable transportation for you and your family.

FAMILY DRIVERS LICENSE INFORMATION:

NAME	LICENSE NUMBER	EXPIRATION DATE
_____	_____	_____
_____	_____	_____
_____	_____	_____

AUTO DATA AND SERVICE INFORMATION:

Make: _____ Model: _____ Year: _____ Vehicle ID: _____

Warranty: YES/NO Location: _____ Car Title: YES/NO Location: _____

Car Registration: YES/NO Expiration Date: _____

License Plate # _____ Expiration Date: _____

Inspection Sticker Expiration Date: _____

Auto Insurance: YES/NO Policy Number: _____

Auto Insurance Company: _____

Spare Keys: YES/NO Location: _____

Battery Type: _____ Make/Brand _____ Warranty: YES/NO

Tires: Make/Brand _____ Size: _____ Pressure: _____ Warranty: YES/NO

Oil Brand _____ Weight _____ Place of Purchase: _____

Spark Plug Brand _____ Type/Size: _____

Appendix G (con't)

Car Maintenance (con't)

MAINTENANCE SCHEDULE:

Servicing performed at: _____

Address: _____

Phone: _____

Appointment Required: YES/NO

Oil, Filter Change, Lubrication: Next Schedule Date: _____

Tune Up: Next Scheduled Date: _____ Approx. Mileage: _____

Tire Balance/Rotation/Front End Alignment: Next Scheduled Date: _____

Mileage: _____

SPECIAL INSTRUCTIONS:

Record of Personal Affairs

DATE OF INFORMATION: _____

Take the time to collect the following information as soon as possible. This information will prove invaluable in day-to-day experiences as well as in emergencies. Collecting the information now and having it ready early will give your spouse peace of mind and leave him/her better prepared for when you are sent on a deployment.

(Last Name, First Name, MI)_____
(Social Security No.)_____
(Rank/Grade)

COMPLETE UNIT/LOCAL ADDRESS

COMPLETE PERMANENT ADDRESS

PERSONAL DATA:

1. Birth Date/ Location: _____

2. Naturalization (If applicable) on _____ By: _____

3. Parents: (Father, Name/Address) _____

(Mother, Name/Address) _____

4. Marriage: Spouse: (incl. Maiden Name) _____

Date/Location: _____

PERSONAL DATA (con't):

5. Children: (Full Names, Birth Date/Location)

6. Personal lawyer or trusted friend to consult on my personal/business affairs:

7. Dependents other than immediate family:

LOCATION OF FAMILY RECORDS:

1. Birth Certificates: Wife: _____

Husband: _____

Child: _____

Child: _____

Child: _____

Child: _____

LOCATION OF FAMILY RECORDS (con't):

2. Naturalization Papers: Wife: _____

Husband: _____

Child: _____

Child: _____

Child: _____

Child: _____

3. Marriage Certificates: _____

4. Divorce Papers: _____

5. Death Certificates: _____

MILITARY SERVICE PAPERS: _____

WILLS AND OTHER IMPORTANT DOCUMENTS:

1. Wife's Will: _____ Resident of _____

Executor's Name: _____

City/State: _____

2. Husband's Will: _____ Resident of _____

Executor's Name: _____

City/State: _____

Record of Personal Affairs (con't)

WILLS AND OTHER IMPORTANT DOCUMENTS (con't):

3. Power of Attorney: _____

Agent: _____

4. Income Tax: Federal: _____

State: _____

City: _____

INSURANCE:1. Life: _____
(Company) (Policy number) (Payment)_____
(Company) (Policy number) (Payment)

2. Property: _____

3. Medical: _____

4. Other: _____

5. Other: _____

SOCIAL SECURITY: Wife: _____ Husband: _____

Child: _____ Child: _____

Child: _____ Child: _____

PASSPORTS \ VISAS: Wife: _____ Husband: _____

Child: _____ Child: _____

Child: _____ Child: _____

Record of Personal Affairs (con't)

PROPERTY:

1. Real Estate consisting of: _____

Located: _____

Encumbered by: _____

Held by: _____

2. Automobile: _____

(Make, Model, Year, State Registration)

Location: _____

Insured with: _____

Automobile papers located at: _____

3. Other Personal Property: _____

BANK ACCOUNTS: (Number, Bank, and Location)

Checking: _____

Savings: _____

Other (Specify): _____

Record of Personal Affairs (con't)

SAFE DEPOSIT BOX: (Institution & Location with address & telephone number)

STOCK, BONDS, SECURITIES, INVESTMENTS:

1. Located at: _____

2. Beneficiary: _____

3. Document Serial Numbers: _____

DESIGNATED BENEFICIARY: Names and addresses of persons designated on serviceman's official record of emergency data form to receive settlement of unpaid pay and allowances in the event of death:

DEBTS AND PAYMENTS: (Agency – Company – Address - Amount Due
Date Payment Due)

FIRMS OR PERSONS INDEBTED TO YOU: (Name - Address - Amount)

ADDITIONAL DATA ON ANY OF THE PRECEEDING ITEMS:

Family Budget Worksheet

MONTHLY EXPENSES PLANNING GUIDE**1. Housing**

Rent/Mort _____
 Insurance _____
 Furniture _____
 Taxes _____
 Other _____
 Other _____
Total _____

4. Car Expenses

Loan _____
 Insurance _____
 Reg/Insp _____
 Gas/Oil _____
 Repairs _____
 Other _____
Total _____

7. Savings

Banking _____
 Banking _____
 Investmnts _____
 Investmnts _____
 Other _____
 Other _____
Total _____

2. Utilities

Electrical _____
 Heat-A/C _____
 Prop/Gas _____
 Telephone _____
 Cable _____
 Other _____
Total _____

5. Food/Supplies

Groceries _____
 Sch Lunch _____
 Sch Supp _____
 Dine Out _____
 Other _____
 Other _____
Total _____

8. Misc/Other

Books/Mag _____
 Contrib _____
 Hobbies _____
 Recreation _____
 Child Supp _____
 Other _____
 Other _____
Total _____

3. Credit Accts

Mast Card _____
 Visa _____
 Sears _____
 Store Acct _____
 Other _____
 Other _____
 Other _____
Total _____

6. Personal & Hygiene

Clothes _____
 Hair Care _____
 Hlth/Beaut _____
 Laun/Dr Cl _____
 Toiletries _____
 Other _____
 Other _____
Total _____

TOTAL MONTHLY EXPENSES:

Housing _____
 Utilities _____
 Credit Accounts _____
 Car Expenses _____
 Food & Supplies _____
 Personal & Hygiene _____
 Savings _____
 Misc/Other _____

TOTAL _____

Family Budget Worksheet – (con't)

Appendix I (con't)

MONTHLY INCOME PLANNING GUIDE

TOTAL MONTHLY INCOME

Military Net Income _____
Spouse Net Income _____
Child Support _____
Investments _____
Rental Properties _____
Reimbursements _____
Gifts _____
Other Income _____

TOTAL _____

COMPARE THE TWO TOTALS TO EVALUATE YOUR FAMILY BUDGET.

TOTAL EXPENSES _____ (from page 35)

TOTAL INCOME _____ (from page 36)

Subtract the **Total for Monthly Expenses** from the **Total Monthly Income**. If the **EXPENSES** are greater than the **INCOME**, go back to the **MONTHLY PLANNING GUIDE** and re-work the figures until your **EXPENSES** are less than your **INCOME**. If you are having financial difficulties, contact the **ARMY COMMUNITY SERVICES** at: **221-2705**.

ACS has financial counselors available to help you with all of your budgeting needs. If you are having financial difficulties, please ask for help immediately. Do not wait. The problem will only grow. There is help available, and almost any money problem can be solved. The sooner you ask for help, the sooner your problem can be resolved.

Notification Of Departure From The Area

If you leave the Fort Sam Houston/San Antonio area for any reason, it is important that your Commander or the Rear Detachment Sergeant knows where you are. If there is an emergency either on the field or during deployment, the unit will need to contact you.

If you cannot contact the unit to provide your location, please fill out the form below and mail it to the unit or leave it with a neighbor to deliver to the unit.

TO: Commander/Rear Detachment Sergeant

This is to inform you that I have left the Fort Sam Houston/San Antonio area.

Name: _____

Rank: _____ Social Security Number: _____

Company/Unit: _____

I can be reached at the following location:

Address: _____

Telephone: _____

E-mail address: _____

I expect to return on or about: _____

Pre-Deployment Checklist

Turn in to Company prior to deployment

DOES YOUR SPOUSE HAVE THE FOLLOWING PAPERWORK?

- _____ A current ID card?
- _____ A current passport?
- _____ Access to a checking account?
- _____ Enough money to manage the household while you are gone?
- _____ A current Power of Attorney?
- _____ Current ID cards for children (In good condition)?
- _____ A driver's license?
- _____ Up-to-date car registration?
- _____ Up-to-date immunization records for family?
- _____ Up-to-date immunization records for pets?
- _____ Current chain of concern phone roster?
- _____ Phone numbers of battalion rear detachment commander?
- _____ SPECIAL FAMILY MEDICAL PROBLEMS? (Include doctor's statement)
- _____ IS YOUR WIFE PREGNANT? When is she due? _____
(Problem pregnancy? Include doctor's statement)

PLEASE CHECK ALL QUESTIONS, SIGN AND DATE

NAME: _____

COMPANY: _____ SECTION: _____

SIGNATURE: _____

DATE: _____

470th MI Brigade -----<http://www.470mi.inscom.army.mil/>
ACAP (Army Career Alumni Program) -----<http://www.acap.army.mil>
AKO (Army Knowledge Online) -----<http://www.acap.army.mil>
American Red Cross -----<http://www.redcross.org>
Army Community Service -<http://fortsamhoustonmwr.com/acs/programs/SFAC/default.asp>
 ACS includes the following programs:
 AFAP(Army Family Action Plan)
 Army One Source
 Deployment Readiness
 EFMP (Exceptional Family Action Plan)
 Employment Readiness
 Financial Readiness
 Relocation Readiness
 Volunteers
Army Families Online -----<http://www.wblo.org>
Army Family Team Building (AFTB) -----<http://www.armyfamilyteambuilding.org>
Army Times -----<http://www.armytimes.com>
Army Volunteer Corps (AVC) -----<http://www.armycommunityservice.org>
Army Wives -----<http://www.arywives.com>
BAMC (Hospital) -----<http://www.bamc.amedd.army.mil/>
Better Business Bureau (Consumer Complaints) -<http://www.bbb.org>
Care Package Ideas -----<http://www.operationmilitarypride.org>
Defense Link -----<http://www.defenselink.mil>
Department of Defense -----<http://defendamerica.mil>
Education Service -----
Fort Sam Houston -----<http://www.samhouston.army.mil/sites/local/>
FRG(Family Readiness Group) Information -----<http://frg.army.mil>
MWR -----<http://www.fortsamhoustonmwr.com/>
National Military Family Association -----<http://www.nmfa.org>
SITES (Relocation Information) -----<http://dmdc.osd.mil/sites>
The Military Family Network -----<http://emilitary.org>
TRICARE -----<http://www.tricare.osd.mil>

